

# BOARD OF COMMISSIONERS



## MEMBERS

Committee of the Whole  
Second Floor, Old Courthouse  
301 N, Main St.  
Adrian, MI 49221

**MEETING LOCATION**  
Commission Chambers

**Minutes:** Wednesday, February 11, 2026

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## CALL TO ORDER: Invocation - Pledge - Cell Phone Reminder:

**Present:** Commissioners: David Aungst, Beth Blanco, Terry Collins, James Daly, Dustin Krasny, Kevon Martis, David Stimpson, James Van Doren

**Also Present:** Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Community Development Coordinator Francine Zysk, Accountant Matt Turgeon, Human Resources Director Bev Ahlers, Administrative Coordinator Carissa Zubke, Marketing & Communications Coordinator Jen Ambrose, Jeannette Henagan - NAACP, Judy Sheldon & Nancy Kujda- DAR, Community Engagement Quinn Wilt, Sheryl Moll- MSU Ext, Matthew Witte

**Absent:** Ralph Tillotson

The meeting was called to order at 1:30pm by Comm. Van Doren.

## ROLL CALL

Roll call done: **Present:** Aungst, Blanco, Collins, Daly, Krasny, Martis, Stimpson, Van Doren **Absent:** Tillotson

## APPROVAL OF MINUTES:

Approval of Minutes: January 14, 2026

**Motion by Martis to approve the minutes of January 14, 2026, seconded by Collins. Motion carried.**

## AMENDMENTS TO THE AGENDA

Comm. Van Doren requested to add Sheryl Moll, from MSU Extension, to Special Presentations on the agenda.

**Motion by Martis to amend the agenda and add MSU Extension under special presentation, seconded by Blanco. Motion carried.**

## PETITIONS and COMMUNICATIONS:

Administrative Coordinator Carissa Zubke received a resolution from the Washtenaw County Board of Commissioners stating: "A resolution opposing ballot proposals that would impose documentary proof of citizenship requirements and create barriers to voting in Michigan."

**INTRODUCTION OF SPECIAL GUESTS:**

*None.*

**LIMITED PUBLIC COMMENT: [on any agenda item – 3 minute limit]**

*None*

**RESOLUTIONS/PROCLAMATIONS:**

Black History Month Proclamation- *Jeanette Henagan, Lenawee County NAACP*

*PRO#2026-02 BLACK HISTORY MONTH*

*WHEREAS, Black History Month is a time-honored observance that recognizes the contributions, achievements, and history of African Americans at the national, state, and local levels, and acknowledges that diversity strengthens and enriches our society; and WHEREAS, Lenawee County has a proud history of recognizing the significance of African Americans in our community, including its role in the fight against slavery, with local residents leading abolition efforts and assisting enslaved individuals in their pursuit of freedom; and WHEREAS, recognizing the diverse heritage and cultural richness within Lenawee County deepens our collective understanding, fosters unity, and enhances our appreciation for the individuals and events that have shaped our shared history; and WHEREAS, this annual observance offers an opportunity for reflection on the struggles, triumphs, and lasting impact of African Americans throughout history, promoting awareness and encouraging a deeper understanding of our shared humanity; NOW THEREFORE BE IT PROCLAIMED that the Lenawee County Board of Commissioners hereby proclaims February 2026 as Black History Month in Lenawee County and encourages residents, schools, businesses, and community organizations to observe this month through educational opportunities and community activities that honor the contributions of African Americans.*

***Motion by Krasny to approve Proclamation#2026-02, Black History Month, Seconded by Martis. Motion carried by unanimous roll call vote.***

**SPECIAL PRESENTATIONS:**

America 250 Project - *Judy Sheldon and Nancy Kujda*

*Two representatives from the Daughters of the American Revolution, Lucy Wolcott Barnum Chapter, gave a presentation about their initiative for the America 250 project. The DAR, Lucy Wolcott Chapter began in Adrian 117 years ago and includes 85 members.*

*The American 250 project includes restoring Revolutionary War Patriots grave markers, placing a monument which lists all patriots' names, displaying banners, shirts, and a book. 22 revolutionary soldier sites are in Lenawee. Additionally, there are 6 wives of soldiers, for a total of 28 patriots.*

*Their initiative is grant funded by the Michigan Branch of America 250 Committee.*

MSU Extension - *Sheryl Moll*

*Sheryl Moll was present from the MSU Extension, Lenawee Branch. Moll thanked the Commission for their continued collaboration to make 4-H possible in Lenawee. Moll*

*discussed the various programs that are available within 4-H, more than animals. Moll additionally shared that she will be retiring at the end of this year. The 4-H newsletter was distributed to the Commissioners.*

**APPROVAL OF CONSENT AGENDA:**

(Roll Call Vote)

February Consent Agenda

**MOTION BY MARTIS TO APPROVE THE FEBRUARY CONSENT AGENDA, SECONDED BY DALY. MOTION CARRIED BY UNANIMOUS ROLL CALL.**

**Approve 2026 BOC Rules & Regulations**

*The Board of Commissioners Rules and Regulations is reviewed on an annual basis and may be voted on after a 25-day review period. The 2026 Rules/Regulations was presented to the Commissioners last month and there have been no recommended changes.*

**Motion by Collins to recommend approving the 2026 Board of Commissioners Rules & Regulations as presented, seconded by Blanco. Motion carried.**

**Tuition Reimbursement**

*Attached is a copy of a tuition reimbursement application for two classes. The total cost per class is \$1,668.20. Pursuant to the Tuition Reimbursement Policy, assuming all terms are met, the employee would be eligible for a reimbursement of \$834.20 per class. This employee currently holds a Bachelor's degree and desires to obtain a Master's degree in the field of current employment. A Tuition Reimbursement Application is attached. I recommend the Personnel Ways & Means Committee consider approving the application. Funding will come from account 101.172-870 (Admin - Tuition Reimbursement). Recommend the Board of Commissioners approve the Tuition Reimbursement Application for the reimbursable amount of \$834.20 per course upon meeting all requirements outlined in the Tuition Reimbursement Policy (POL#2024-007).*

**Motion by Van Doren, to recommend approving the tuition reimbursement application for a total of \$1,668.40, to the Board of Commissioners, seconded by Blanco. Motion carried.**

**PA116 Farmland Application**

*PA 116 application has been submitted for review/approval. The property is located in Dover Township and consists of 159 acres, further designated as parcels: Vanderhoff - #DV0-121-3050-00, #DV0-121-3200-00, #DV0-121-1800-00, #DV0-121-1300-00, #DV0-121-1350-00. Region 2 Planning Commission reviewed the application at their August 21, 2025 meeting and are recommending approval of the application. The Conservation District has also reviewed the application and found them to be in order. The request is to recommend approving eh PA 116 application #388 for Vanderhoffs, to the Board of Commissioners.*

**Motion by Blanco, to recommend approving the PA116 application #388, Vanderhoff, to the Board of Commissioners, seconded by Collins. Motion carried.**

**Recommend Community Action Agency as the Third Party Administrator for CDBG Housing Grant**

Administrator Murphy reviewed the request to recommend accepting Community Action Agency as the Third-Party Administrator for the CDBG Housing Rehabilitation Grant to the Board of Commissioners.

Last month, the Commissioners approved soliciting a Request for Proposals (RFP) for a Third Party administrator and RFPs were accepted for 2 weeks. At the end of the two-week period, all RFPs were opened; Lenawee received 1 RFP from the Community Action Agency. It was recommended to enter into a collaboration with Community Action Agency as the Third Party Administrator for the MI Neighborhood CDBG Housing Rehabilitation Grant.

**Motion by Blanco, to recommend accepting Community Action Agency as the Third-Party Administrator for the CDBG Housing Rehabilitation grant, to the Board of Commissioners, seconded by Aungst. Motion carried.**

**Addendum to Collective Bargaining Agreement**

Due to statutory changes in Juvenile Justice reform, it is necessary for the Juvenile Court to restructure its on-call process for Juvenile detainment. Currently, the sitting Judge is on-call for these detainments. The Juvenile Court would like to move the on-call duties to the Juvenile Probation Officers, who will take these duties on in addition to their current job descriptions. The Juvenile Probation Officer positions are contained and subject to the Teamsters Collective Bargaining Agreement (CBA). Teamsters has proposed a Juvenile Probation Officer on-call pilot program with a duration of 90 days for those Juvenile Probation officers who are interested, as an addendum to the current CBA. Proposed compensation is \$300.00 for the identified Juvenile Probation Officer on-call that week. The Child Care Fund is a fund through the Michigan Department of Health and Human Services. This fund reimburses counties 75% for community work in Juvenile Justice. These on-call wages would be included and reimbursed by the Child Care Fund should a budget adjustment be allowable.

There is a request to recommend accepting the 90 day Addendum to the Collective Bargaining Agreement to the Board of Commissioners.

**Motion by Van Doren to recommend approving the Addendum to the Collective Bargaining Agreement for a 90-day Pilot program, to the Board of Commissioners, seconded by Blanco. Motion carried.**

**2026 Drain Commissioner Equipment Use Charge Rates**

The request is to recommend approving the revised Equipment Use Charge rates at the Drain Commission. These are the rates that are charged back to County drains, sewer, and water systems when we utilize our equipment to perform maintenance or repairs to that drain/system. The drain commission is reimbursed through special assessments for drains and user fees for sewer and water. Proceeds are kept in the 639 revolving equipment fund and used for equipment purchases, upkeep, repairs, fuel, etc.

The rates were last reviewed in 2025. However, there has not been an increase since 2022. The revised rates include an increase of \$1.00/mile for Pickup trucks.

***Motion by Tillotson to recommend approving the 2026 Drain Commissioner equipment use charge rates to the Board of Commissioners, seconded by Van Doren. Motion carried.***

## **STANDING COMMITTEE REPORTS**

### **ACCOUNTS PAYABLE (Comm. Martis)**

Approve Accounts Payable Payments

***Motion by Martis to recommend approving accounts payable payments in the amount of \$5,087,594.87, with the general fund's portion being \$661,806.85, seconded by Collins. Motion carried.***

### **CRIMINAL JUSTICE (Comm. Collins)**

Criminal Justice 2/5/26 Minutes

*Comm. Collins reported from the Febraury 5, 2026 Criminal Justice meeting.*

### **IT/EQUALIZATION (Comm. Krasny)**

ITE/Equalization 2/5/26 Minutes

*Comm. Krasny reported on the February 5, 2026, IT/Equalization meeting.*

### **PERSONNEL / WAYS & MEANS (Comm. Martis)**

Personnel/ Ways & Means 2/10/26 Minutes

*Comm. Martis reported from the PWM February 10, 2026 meeting.*

February Board Appointments

#### **DEPARTMENT ON AGING (LENAWEE) - 16 members / 3 year term**

*Jeff Dicenso, Comm. District #9 9/27*

*Julie Wetherby, Adrian Senior Network 9/28*

#### **Lenawee Now- Liaison Non-Voting Member**

*Kevon Martis*

***Motion by Martis to approve the board appointments, as presented, seconded by Blanco. Motion carried.***

### **POLICIES & PROCEDURES (Comm. Blanco)**

Policy Proc.2/2/26 Minutes

*Comm. Blanco reported on the February 2nd, 2026 Policy & Procedures committee.*

Dual Review Policy

**Motion by Blanco to approve the Dual Review Policy, seconded by Collins. Motion carried.**

**POL#2026-02 DUAL REVIEW OF NON-BUDGETED & NON-PERSONNEL EXPENSE-RELATED PROPOSALS**

**Purpose**

*To promote transparency, fiscal responsibility, and informed decision-making, this policy requires that all proposals involving non-personnel related expenditures that were not included in the annual budget undergo two separate readings before a final vote by the Lenawee County Board of Commissioners.*

**Scope**

*This policy applies to all proposed expenditures, appropriations, financial commitments, and contracts presented to the Lenawee County Board of Commissioners, unless otherwise exempted under this policy or by law.*

**Policy Statement**

*All non-budgeted, non-personnel related proposals over \$10,000 must be presented and read at two separate regular Personnel/Ways and Means Committee meetings before they may be acted upon or voted on. The intent is to allow time for review, public awareness, and thorough commissioner deliberation.*

**Procedure**

**1. First Reading**

- The proposal shall be introduced at a regular Personnel/Ways & Means Committee meeting.*
- No final action or vote shall be taken at the time of the first reading.*
- Commissioners may ask questions or request additional details.*

**2. Review Period**

- A minimum of one full Board cycle (typically three-four weeks) must occur between the first and second readings.*
- During this time, proposals must be made available to commissioners and the public for review and comment.*

**3. Second Reading and Vote**

- The proposal shall be reintroduced at the next regular meeting or later.*
- Commissioners may deliberate, propose amendments, and proceed to a vote.*

**4. Emergency Exception**

- In documented emergency situations where delay would significantly harm public health, safety, operations, or county interests, the Board may, waive the two-reading requirement.*
- Requires the approval of the Committee by a two-thirds (2/3) vote.*

## **5. Exemptions**

- *The following are exempt from this policy unless the Board determines otherwise:*
- *Expenditures already authorized in the adopted county budget;*
- *Routine disbursements (e.g., payroll, utilities);*
- *Purchases or contracts previously approved through a competitive bid process;*
- *Amendments to existing contracts under threshold amounts (as defined by the Board).*
- *Grant opportunities where the grant award is equal to the associated planned expenditures.*

### **Enforcement**

*The Board Chair and County Administrator shall ensure all qualifying proposals follow this two-reading requirement. Items not meeting the conditions of this policy shall not be scheduled for a final vote unless granted an emergency exception per Section 4.*

Annual Investment Policy

***Motion by Blanco, seconded by Martis to approve the Investment Policy. Motion carried.***

### **POL#2026-01 LENAWEE COUNTY INVESTMENT POLICY To comply with Act 20 PA 1943, AS AMENDED**

*It is the policy of Lenawee County to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the County and comply with all state statutes governing the investment of public funds. This investment policy applies to all financial assets of the County. These assets are accounted for in the various funds of the county and include the general funds, special revenue funds, debt service funds and capital project funds, (unless bond ordinances and resolutions are more restrictive), enterprise funds, internal service funds, trust and agency funds and any new fund established by the County.*

*The primary objectives, in priority order, of the County's investment activities shall be: Safety-- Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.*

*Diversification--The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.*

*Liquidity--The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.*

*Return on Investment--The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.*

*Authority to manage the investment program is derived from the following: Lenawee County Board of Commissioners' most current resolution designating depositories and M.C.L. 48.40 requiring the County Treasurer to be the custodian of the County's funds. Management responsibility for the investment program is hereby delegated to the Lenawee County*

*Treasurer who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, cash purchase or delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral / depository agreements and banking service contracts.*

*No person shall engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Lenawee County Treasurer.*

*The Lenawee County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the subordinate officials.*

*The County of Lenawee is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:*

- 1. Bonds, securities, and other obligations of the United States.*
- 2. Certificates of deposit, savings accounts, deposit accounts or depository receipts if a financial institution meeting all criteria as a depository of public funds contained in the state law.*
- 3. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.*
- 4. In United States government of federal agency obligation repurchase agreements.*
- 5. Bank's acceptances on United States banks.*
- 6. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.*
- 7. Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54, Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:*
  - a. The purchase of securities on a when-issued to delayed delivery basis.*
  - b. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.*
  - c. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.*
- 8. Investment pools organized under the surplus funds investment pool act, 1982, A367, MCL 129.11 to 129.118.*
- 9. The investment pools organized under the local government investment pool act, 1985 PA121, MCL 129.141 to 129.150.*

*All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the County shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.*

*Investments shall be made with judgment and care, under circumstances; prevailing, which persons prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.*

**PHYSICAL RESOURCES (Comm. Krasny)**

Physical Resources 2/5/26 Minutes

*Comm. Krasny reported on the Physical Resources meeting on February 5, 2026.*

**BOARD APPOINTMENT (VOTING MEMBER) REPORTS**

**AIRPORT COMMISSION (Comm. Blanco)**

Airport 2/2/26 Minutes

*Comm. Blanco reported from the Airport Commission on February 2nd, 2026.*

**BRIDGING THE GAP SUBCOMMITTEE ( Comm. Martis)**

Bridging the Gap 1/21/26

*Comm. Martis reported from the January 21, 2026 Bridging the Gap Subcommittee.*

**COMMUNITY ACTION AGENCY (Comm. Stimpson)**

*Comm. Stimpson reported on the Community Action Agency committee.*

**COMMUNITY MENTAL HEALTH AUTHORITY (Comm. Stimpson)**

*No report.*

**COUNTY PLANNING COMMISSION (Comm. Blanco)**

Planning Comm. Minutes 1/15/26

*Comm. Blanco reported on the Lenawee County Planning Commission.*

**DEPARTMENT ON AGING (LDA) (Comm. Collins)**

*Comm. Collins reported on the Department on Aging Committee.*

**DEPARTMENT OF HEALTH & HUMAN SERVICES | MEDICAL CARE FACILITY (Comm. Tillotson)**

*No report.*

**EMERGENCY 911 DISTRICT BOARD (Comm. Collins)**

*No report.*

**HEALTH BOARD (Comm. Collins)**

Board of Health 1/21/26 Minutes

*Comm. Collins reported from the Board of Health January 21, 2026 meeting.*

**HOMELAND SECURITY & LOCAL EMERGENCY PLANNING (Comm. Collins)**

*No report.*

**LAND BANK AUTHORITY (Comm. Collins)**

Landbank 1/27/26 Minutes

*No report.*

**LENAWEE PUBLIC TRANSPORTATION AUTHORITY (Comm. Tillotson)**

*No report.*

**MAC - Finance & General Government (Admin. Murphy)**

*Administrator Murphy reported from the MAC Finance and General Government meeting.*

**MAC- Judiciary & Public Safety (Deputy Elliott)**

*Deputy Administrator Shannon Elliott reported from the MAC Judiciary & Public Safety committee.*

**MAURICE SPEAR CAMPUS (Comm. Aungst)**

*Comm. Aungst reported on the February 4, 2026 MSC Board meeting.*

**MICHIGAN WORKS (Comm. Collins)**

*No report.*

**REGION 2 PLANNING COMMISSION (Comm. Tillotson)**

*Comm. Van Doren reported on the Region 2 Planning Commission.*

**SOLID WASTE/MATERIALS MANAGEMENT COMMITTEES (Comm. Stimpson)**

Minutes

*Comm. Stimpson reported on the Material Management Committee.*

**SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD[CMHPSM] (Comm. Tillotson)**

*No report.*

**LIAISON (NON-VOTING) REPORTS**

**LENAWEE NOW (Comm. Martis)**

*Comm. Martis reported on the Lenawee Now Committee, as a non-voting liaison member. Martis noted the committee meets bi-monthly.*

**MICHIGAN TOWNSHIP ASSOCIATION [LENAWEE] (Comm. Blanco)**

*No report.*

**ROAD COMMISSION (Comm. Martis)**

*Comm. Martis reported on the Road Commission.*

**VETERANS' AFFAIRS (Comm. Collins)**

Minutes

*Comm. Collins reported from the Veterans Affairs Committee, which now meets bi-monthly.*

**WELL WISE SERVICES (Comm. Van Doren)**

*Comm. Van Doren reported on the WellWise Services Area on Aging Board meeting.*

**UNFINISHED BUSINESS:**

*None.*

**NEW BUSINESS:**

2026 BOC Scholarship

*The Lenawee Community Education Foundation is accepting applications for 2026 scholarships. It was requested to submit a \$100 donation to the administrator's office by May 1st.*

2026 Michigan Counties Legislative Conference (MAC)

*The MAC conference will take place at the end of April. Commissioners interested in attending should notify the Administrators office by March 20th.*

**PUBLIC COMMENT: [on any topic- 3 minute limit]**

*Matt Witte provided public comment regarding his initiative to hand count ballots.*

**COMMISSIONER COMMENT:**

*Comm. Collins additionally noted the 2026 Kiwanis Flags for the Courthouse lawn are ready to be ordered. A commissioner donation of \$35 may be submitted to Comm. Collins.*

**ANNOUNCEMENTS:**

*Administrator Murphy reminded the commission about the March 7th Strategic Planning Session. More details to come.*

**ADJOURN/RECESS:**

***Motion by Martis to adjourn the meeting at 2:37pm, seconded by Blanco. Motion carried.***

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**James Van Doren, Board Chairman  
Clerk**

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**Carissa Zubke, County Deputy**

Board of Commissioners  
2/11/2026